

**U. S. NAVAL FORCES JAPAN  
MLC/IHA VACANCY ANNOUNCEMENT**

**Position Title:** Office Automation Clerk #605, BWT 1-3  
**Announcement No:** A-03-097  
**Employment Type:** Limited-Term Employee (Not to Exceed 3 Months)  
**Base Pay:** BWT 1-3: 164,600 yen per month or above (LAD: 2)  
**Location:** Human Resources Atsugi Satellite Office  
**Number of Positions:** Two positions  
**Work Schedule:** 40 HRS/WK (Mon – Fri: 0745 - 1630)  
**Open:** 07/29/03  
**Cut Off:** 1<sup>st</sup> Cut Off: 08/5/03 (Close every Tuesday after 1<sup>st</sup> Cut Off Date)  
**Close Date:** Open until filled  
**Area Of Consideration:** Current USFJ Permanent Employees and Off Base Applicants

**MAJOR DUTIES:**

Performs general office automation duties requiring knowledge of general office automation hardware and software applications. Duties include word processing and may also include other software, such as spreadsheets, databases, graphics, electronic mail, calendars, desktop publishing and similar packages. Uses word processing software and printing equipment to create, copy, edit, store, retrieve and print a variety of standardized correspondence and documents (letters, memos, reports, calendars, etc.), from handwritten drafts into final copy, with responsibilities for correct spelling, grammar, capitalization, and punctuation. Performs routine clerical tasks such as answering telephone, taking messages and/or referring callers to appropriate staff members. Arranges and files items in subject and chronological order. Performs other related or incidental duties as assigned.

**OTHER WORK CONDITION:**

1. Typing skills
2. Good command of English and Japanese in writing, reading and speaking.
3. Knowledge of basic Excel and Word programs.

**INSTRUCTIONS FOR APPLICANTS:**

- Non-Japanese applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate to your application.
- Former US Military Retirees: Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel to be considered. Please attach approval letter and DD Form 214 to your application.
- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment

**HOW TO APPLY**

Send us only English MLC/IHA APPLICATION FORM (HRO ATSUGI FORM FEB 02) or resume with equitable information to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement. To be considered for selection, resume must include at least the following information: Full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. **Applications and attachments will not be retrieved for duplication or for return.** All applicants must meet eligibility requirements by respective closing date. Ineligible applicants will not be referred for consideration.

U. S. Naval Air Facility, Atsugi (Box 12)  
Human Resources Office  
Ayase-shi, Kanagawa-ken  
〒252-1101

**NOTE:**

- 1) Make sure you annotate “**Announcement No (A-03-097)**” to your resume.
- 2) All applicants must meet eligibility requirements respective closing date. Ineligible applicants will not be referred.